

Contractor Training Day Workshop Registration September 28, 2004

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn.: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

OR FAX to: 360-902-5292

Name	
Address	
City	State ZIP+4
Phone ()	E-mail address
Company (optional)	

Select one class in each time frame by checking the correct box.

PLEASE Make Copy of this registration for you reference at the workshop.

Time	Room	Course title	
8:30 AM	<input checked="" type="checkbox"/>	Registration	
9:00 AM			1 Hour 15 Minutes
	<input type="checkbox"/> Terrace C	New Contractor Overview	
	<input type="checkbox"/> Terrace B	Minimum Wage, Overtime and Meal & Rest Periods	
	<input type="checkbox"/> Terrace A	Prevailing Wage	
	<input type="checkbox"/> Gallery	Risk Management	
	<input type="checkbox"/> University	Accident Prevention Plans / Safety	
	<input type="checkbox"/> Cougar	Safety and Health Awareness for Employers with Non-English Speaking Employees (Spanish Language Focus)	
10:30 AM			1 Hour 30 Minutes
	<input type="checkbox"/> Terrace C	Asbestos Overview	
	<input type="checkbox"/> Terrace B	Minimum Wage, Overtime and Meal & Rest Periods	
	<input type="checkbox"/> Terrace A	Workers Compensation 101	
	<input type="checkbox"/> Gallery	Controlling your Industrial Insurance Costs, the Claims Process	
	<input type="checkbox"/> University	Financing Your Business	
	<input type="checkbox"/> Cougar	Saving Money on Unemployment Premiums	
Noon	<input checked="" type="checkbox"/>	Lunch On Own	
1:00 PM			1 Hour 15 Minutes
	<input type="checkbox"/> Terrace C	New Contractor Overview	
	<input type="checkbox"/> Terrace B	Independent Contractors and Prime Contractor Liability	
	<input type="checkbox"/> Terrace A	State Sales Taxes and General Contractor	
	<input type="checkbox"/> Gallery	Risk Management	
	<input type="checkbox"/> University	Retrospective Rating Programs - Should you join?	
	<input type="checkbox"/> Cougar	Electrical Licensing 101	
2:30 PM			55 Minutes
	<input type="checkbox"/> Terrace C	Have You Done Your Weeklies? Tool Box Talk	
	<input type="checkbox"/> Terrace B	Tips on Handling the Difficult Customer	
	<input type="checkbox"/> Terrace A	State Sales Taxes and General Contractor	
	<input type="checkbox"/> Gallery	Controlling your Industrial Insurance Costs, the Claims Process	
	<input type="checkbox"/> University	Accident Prevention Plans / Safety	
	<input type="checkbox"/> Cougar	Plumbing Audits - What You Need to Know	
3:30 PM			1 Hour
	<input type="checkbox"/> Terrace C	General Liability Insurance - "The Perfect Storm"	
	<input type="checkbox"/> Terrace B	Independent Contractors and Prime Contractor Liability	
	<input type="checkbox"/> Terrace A	Saving Money on Unemployment Premiums	
	<input type="checkbox"/> Gallery	Tax Issues for Small Construction Companies	
	<input type="checkbox"/> University	What Safety Rules Apply to my Business	
	<input type="checkbox"/> Cougar	Elevator - New Regulations	

☐ Please add my E-mail address to L&I List Serv to Receive - Quarterly Update newsletter

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc ☐ Website ☐ Gov. Office ☐ Other

Classes will be located in the West Coast Ridpath Hotel
515 West Sprague Ave.
Spokane WA 99201

☐ Yes, I'm interested in Plumbing Continuing Education Credits



Free Training for Construction Contractors

Where: West Coast Ridpath Hotel, 515 West Sprague Ave., Spokane WA 99201

When: September 28, 2004, 9:00am - 4:30pm

Registration begins at 8:30am

- * Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- * Do you need to **update** your Accident Prevention plan?
- * Would you like to learn how to **avoid common customer complaints**?
- * Do you know **what to do** if you have an employee who is injured on the job?
- * Are you having **issues surrounding** your **General Liability Insurance**?

All of the experts that can answer these questions and many more have been gathered together to bring you this Construction Contractor Training Day.

Space is limited - so sign up early to make sure your spot is reserved.

Course Descriptions and Presenters

Prevailing Wage - Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates - where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Cindy Hanson, Prevailing Wage Technical Specialist, a 23 year Labor and Industries veteran with 10 years in prevailing wage.

Safety and Health Awareness for Employers of Non-English Speaking Employees - What lack of training is costing you, free resources to help you train, understand and improve the safety for these workers. Class will be presented by Manolo Zaldivar, Bilingual (Spanish/English) Safety Consultant and 5 year veteran with L&I, WISHA Division. Manolo has approximately 9 years working with employees and employers in the construction industry.

Controlling Your Industrial Insurance Costs - The Claims Process - Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by Diane Doherty, Risk Manager 17 year L&I veteran and Gail Richardson, Claims Unit Supervisor, Labor and Industries.

New Contractor Overview - Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Technical Specialist for Contractor Registration and Plumber Certification at Labor and Industries.

Minimum Wage, Overtime and Meal & Rest Periods - Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Janis Kerns, Industrial Relations Technical Specialist 21 year Labor and Industries veteran.

Tips on Handling the Difficult Customer - A discussion of common customer service issues, including common customer complaints received at the Better Business Bureau and tips on handling the difficult customer. Presented by Jackie Domit, BBB Customer Service Specialist and Marcha Costin, BBB Director of Operations.

Asbestos Overview - Asbestos has been used in over 3,000 building materials and may be a hazard during renovation or demolition work in any existing structure. We will review state requirements for evaluating asbestos hazards and contractor responsibilities for proper handling of asbestos in their worksites and providing reference tools. Presented by John Stebbins, Industrial Hygienist, a 6-year L&I veteran with 11 years experience in building inspections, abatement planning and overseeing asbestos abatement work.

Tax Issues for Small Construction Companies - Do you know whether your workers are independent contractors or employees? Do you know the proper forms to file for your independent contractors? Learn valuable information for general contractors and subcontractors, including how to properly classify your workers, when Form 1099-MISC is required and how to fill it out, benefits of filing Form 1099-MISC, how to avoid penalties, and easy ways to file. Presented by Bette Kronbauer, IRS Senior Tax Specialist, a 23 year Internal Revenue Service veteran.

Workers Compensation 101 - Learn about the underwriting aspects of establishing and maintaining your workers compensation account, correct risk classification assignments, processing your quarterly report for premiums, rate adjustments and establishing the employer-employee relationships to claims. Presented by Faye Lee, Policy Management Supervisor, a 15 year L&I veteran and a 20-year veteran of the independent insurance industry.

Course Descriptions and Presenters, continued

Financing your Business - A business loan briefing - Get your business loan questions answered. Learn what lenders look for, what resources and financing programs are available and how best to proceed. Learn why a business plan can help you get funding. Presented by Coralie Myers, Economic Development Specialist with the U.S. Small Business Administration, a 25 year veteran.

Retrospective Rating Program - Should you join? - Panel discussion from the contractor's perspective with information on choosing a program and what to look for, the important role safety plays in your business and in the "Retro" program and the risks and rewards of participating in a program. Presented by Suzanne Schmidt, Retro Program Manager of Inland Pacific Chapter of ABC, Dorothy King, Owner and Manager of Knight Construction and Mary Gorman, Controller for Rainbow Electric.

Saving Money on your Unemployment Insurance Costs - Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Dept. of Employment Security's - Michael Cobb, Unemployment Tax Administrator with over 14 years of experience, including 8 years as the Manager of the Tri-Cities District office.

What Safety Rules Apply to My Business - Overview of Chapter 296 -155 WAC - Safety Standards for construction work, resources, tools and related standards. Presented by Tom Anselmo, Labor and Industries Safety Consultant a 5 year L&I veteran, with 30 years of fixed industry and construction experience.

Accident Prevention Plans / Safety - How can a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program, idea's to develop a "Safety Culture" in your workplace, and other assistance. Presented by Tom Anselmo, Labor and Industries Safety Consultant, 5 year L&I veteran, with 30 years of fixed industry and construction experience.

Have you done your weeklies? - Toolbox talks and job site inspections - a "how-to" guide for contractors. Review of the basics of how to do weekly job site inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Presented by John Carlson, Safety Director for Associated General Contractors and a 15-year construction safety professional and Mandi Kime, Assistant Safety Director for Associated General Contractors.

Hiring "Independent Contractors" in Washington State - You may be an employer with requirement - and not know it. Understanding your requirement and responsibilities when hiring "independent contractors" can be confusing. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will learn the three questions to ask to determine whether or not someone you hire is considered your employee. You will also learn about your responsibilities for workers' compensation premiums on your subcontractors and how you can protect yourself.

Elevators and New Regulations - A discussion what requirements must be met to enable both contractors and mechanics to become licensed to install and alter elevators, escalators, chair lifts, wheelchair lifts and other conveyances. The grand fathering period, who is eligible and how to become licensed after the grand fathering period. Presented by Dotty Stanlaske, Chief Elevator Inspector for the Department of Labor and Industries, a 23 year elevator industry veteran.

Plumbing Audits - What you need to know - Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 3 1/2 year veteran of Labor and Industries.

Electrical Licensing 101 - What electrical work can a general contractor perform and when must electrical work be subcontracted. What is "Grandfathering"? How do you file complaints? Presented by Faith Jeffrey, 14 year Labor & Industries veteran with 6 years as a Field Compliance Officer and current manager of the electrical compliance and audit section.

State Taxes and the General Contractor - Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue, presented by - Tax Payer Information Specialists with DOR's Taxpayer Information and Education Section.

Risk Management - Controlling your workers' compensation costs involves many aspects of your business, from hiring and training the right people for the right jobs, to your accident prevention and safety plans and appropriate and timely responses after an injury occurs. Presented by Diane Doherty, Risk Manager, Labor and Industries.

General Liability Insurance - "The Perfect Storm" - Discussion of the current challenges facing contractors in the insurance market and present options available to them. Presented by the Office of the Insurance Commissioner.

Department of Labor & Industries
Specialty Compliance Services
Attn.: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400



Free Training for Construction Contractors **September 28, 2004** **Spokane, Washington**

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- * Are you having **issues surrounding** your **General Liability Insurance**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-two different classes on everything from new residential elevator requirements to safety training for non-English speaking employees to customer service issues.

This course has been approved for **Plumbing Continuing Education**. For costs and additional details, please see our website **www.LNI.wa.gov/TradesLicensing**
